

PROJECT STATUS REPORT

CONGRUEX

AS OF: OCTOBER 3RD

PROJECT STATUS SUMMARY

Percent Complete: 1%

(The percent complete here should be the percent completion of the entire project.)

Scope	Schedule	Cost	Risks	Quality
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This section provides a quick executive overview of the status of the project. It is intended for senior management/sponsor so it should not get too detailed. However, it should highlight anything important which should be brought to their attention. The Scope/Schedule/Cost/Quality table above is a quick way to present a color coded dashboard for the status report. Typically a variance of +/- 5% will warrant a yellow cautionary color and +/- 10% will warrant a red warning color. For any constraint which is yellow or red this section should contain brief explanation.

Schedule: The project is one week behind schedule due to inclement weather which has affected the installation of the fiber optics throughout the campus. This should not affect the project final completion date as crews are planning to make up the time by working weekends and extended hours next month.

Risks: Four servers delivered last month were configured with the wrong hardware specifications. Currently we are working with the server hardware vendor to resolve the configuration problem. The configuration delivered will not handle the work load of go live in two months; however, it is sufficient for development and testing activities scheduled prior to go live. New, correctly configured servers will be delivered prior to completion of testing phase.

WORK PLANNED FOR LAST WEEK

For this section you can copy the "Worked Planned for Next Week" section from last week's status report and paste it into this section.

Research open-source content management systems and find options to base ours off of. Familiarize with react. Set up company emails.

WORK COMPLETED LAST WEEK

In this section you should provide a highlight of work performed and milestones and/or deliverables met during the past week.

Gathered some options for open-source CMS but requires some more research. Company emails are set up.

WORK PLANNED FOR NEXT WEEK

Provide an overview of the work being performed during the next week and any milestones or deliverables you expect to meet.

- Deliver final options for CMS
- Be familiar with React

OPEN ISSUES

This section should contain a list of open issues along with their status.

No issues so far.

DELIVERABLES AND MILESTONES

This section is a table which shows the status of milestones and deliverables.

The first column is for the name of the Milestone or Deliverable from the project plan. The next column is the WBS unique ID number. This ties it to the milestone/deliverable in the project plan. The “Planned” column is the planned completion date according to the baseline. The “Forecasted” column is the expected completion date for this item. The “Actual” column is the actual date the milestone/deliverable was completed. The “Status” column is a simple one or two word phrase such as; “Completed”, “On Schedule”, “Late”, “Accepted”, etc.

Milestone	WBS	Planned	Forecasted	Actual	Status
Be familiar with React	1	Oct 7, 2022	Oct 7, 2022	---	On Schedule
Deliverable	WBS	Planned	Forecasted	Actual	Status
Deliver final options CMS	2	Oct 5, 2022	Oct 7, 2022	---	On Schedule

OPEN CHANGE REQUESTS

Use this section to track all changes to the project scope and report the status of those changes. Tracking of changes starts with the request for the change, tracks the approval status and ends when the change is added to the project, the project plan and schedule have been updated and the change has become integrated into the project.

Change Request Name	Change Request Number	Request Date	Current Status
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KEY PERFORMANCE INDICATORS (KPI'S)

Many executives turn right to this section as it provides a clear summary of the status of the project according the progress metrics. You should limit the metrics displayed to the most important. You want to avoid providing the same information in different formats. Fewer is better.

Schedule - Project is Ahead of/Behind/On Schedule

Schedule Variance (SV): +/- 0 days

Cost - Project is Over/Under/On Budget

Cost Variance (CV): (\$0)